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# Records Retention

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June 8, 1998

**MEMORANDUM**

**TO:** Chief Financial Officers  
**FROM:** Leon E. Hank, Acting Director  
Office of Financial Management  
**SUBJECT:** Records Retention and Disposal Schedule for MAINFACS Reports;  
List of Reports Constituting the State's Official Books

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I am writing to communicate the approved overall retention schedule for MAINFACS reports, and the finalized list of reports that constitute the State's Official Books. These final recommendations include the consolidated feedback from agencies in response to the letters sent out by Corey Sparks, Manager of MAIN Client Services, and Jeff Linderman in February. The final recommendations can be found in the attached documents.

The attached documents have also been submitted to DMB's Records and Forms Management Services to obtain the approvals necessary to transform these recommendations into State policy. Once approved as State policy, all MAINFACS reports will be retained according to the approved retention schedule.

Additionally, when the final approval of the recommendations is obtained, the Official Books reports will be named differently in RMDS. Specifically, one of the following character sets will appear in the report name based on the frequency of the report:

Character Set	Used For
OFBD	Daily Official Books Reports
OFBM	Monthly Official Books Reports
OFBQ	Quarterly Official Books Reports
OFBY	Annual Official Books Reports
OFBC	Control Official Books Reports
OFBS	Miscellaneous Official Books Reports

An example of what the RMDS screen for the 8920 report could look like follows:

LIST REPORT NAMES                      Row 1 to 5 of 5  
TYPE AN ACTION CODE (1=DISPLAY 2=SEND 3=VERSIONS),  
THEN PRESS ENTER.

ACTION	REPORT NAME	VERSIONS
	DAFR8920 DAILY REPORT	00827
	DAFR8920 MISC REPORT	00407
	DAFR8920 MONTHLY REPORT	00092
	DAFR8920 OFBD DAILY REPORT	00001
	DAFR8920 OFBM MONTHLY REPORT	00001
	DAFR8920 OFBS MISC REPORT	00001
	DAFR8920 OFBW WEEKLY REPORT	00001
	DAFR8920 OFBY YEARLY REPORT	00001
	DAFR8920 WEEKLY REPORT	00100
	DAFR8920 YEARLY REPORT	00039

\*\*\*\*\* Bottom of data \*\*\*\*\*

Prior to implementing this change, MAIN staff will notify RMDS users through several methods. These methods include articles in the MAIN Point and Customer Connections, as well as the distribution of Tips and Techniques. Additionally, a cross reference that associates old names with new names will be provided to each of the central control agencies.

This project was essential to ensuring that the appropriate MAINFACS reports are available to support the State's operational and legal needs. This project led to the net reduction of 247 reports resulting in cost savings to the State. Reaching this point in the project would not have been possible without your support, and I appreciate your contributions.

#### Attachments

cc: N. Duncan	D. Johnson
L. Krieger	C. Sparks
L. Pigue	Administrative Officers
P. Wippel	Chief Accountants
J. Blankenheim	Agency Report Coordinators
S. Weismiller	

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## Official Books Reports Report Categories

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1. **DAFR Reports** - All reports in this category have names that begin with "DAFR" followed by a unique letter/number combination that identifies the report. With the exception of Control Reports, these reports list financial data produced from the R\*STARS production database and are requestable by end users. Users can customize the content and organization of the reports as desired.

**Control Reports** contain financial data, such as a complete list of all checks issued on a Statewide basis. However, unlike other DAFR Reports, Control reports are not requestable and always contain system data on a statewide basis. This information is generated during system processing such as the nightly and "on request" jobs.

- a. **Official Books Reports (see Appendix A)** - Reports that State agencies and the Office of Financial Management (OFM) have determined to be critical to the long-term maintenance of the State's Accounting Books. These reports have the longest retention period in order to maximize their availability for disaster recovery and audit needs. Official Books Reports may run at any frequency.
- b. **Other Daily Reports** - DAFR Reports that are not considered critical to the long-term maintenance of the State's books, and are produced daily.
- c. **Other Weekly Reports** - DAFR Reports that are not considered critical to the long-term maintenance of the State's books, and are produced weekly.
- d. **Monthly Reports** - DAFR Reports that are not considered critical to the long-term maintenance of the State's books, and are produced monthly.
- e. **Quarterly Reports** - DAFR Reports that are not considered critical to the long-term maintenance of the State's books, and are produced quarterly.
- f. **Yearly Reports** - DAFR Reports that are not considered critical to the long-term maintenance of the State's books, and are produced annually.
- g. **Miscellaneous Reports** - DAFR Reports that are not considered critical to the long-term maintenance of the State's books, and are produced at irregular (not daily, weekly, monthly, quarterly, or yearly) intervals.
- h. **Control Reports** - These reports provide statistics and the processing status for scheduled and "on request" batch jobs. They are generally used by system operators to gain insight into the nightly batch cycle processing. R\*STARS Control Reports provide useful information but do not allow any options with regard to the way the report is produced. There are no Frequency options, Level options, or Selection options on control reports. The reports are not requestable by end users, but are automatically generated whenever the source programs execute.

### RMDS DAFR Retention Schedule

Category of Reports	Frequency(ies)	Retention
Official Books	See Appendix A	10 years
Other Daily Reports <sup>1</sup>	daily	8 days
Other Weekly Reports	weekly	45 days
Monthly Reports	monthly	5 years (1827 days)
Quarterly Reports	quarterly	5 years
Yearly Reports	yearly	5 years
Miscellaneous Reports	all	5 years
Control Reports	all	5 years

<sup>1</sup>"Other" indicates those not on list of official books or list of exceptions to general rules.

**Non-DAFR Reports** - This category of reports covers any report not included in the preceding categories. They are somewhat diverse in function and purpose; therefore, a concise description of the category as a whole is not possible.

- i. **DAFQ Reports** - This category contains Profile reports, which are listings of the data contained in the R\*STARS profile tables. The profile tables contain records for system codes such as vendor codes, account numbers, etc. These reports can not be customized by end-users, and are not requestable.
- j. **DAFP MSGCLASS Output** - MSGCLASS Output contains system level, run-time statistics generated as batch jobs run. It provides information such as the amount of input and output performed by a job, the amount of CPU consumed, condition codes encountered by the job steps, as well as error messages displayed by the job. Specifically, DAFP MSGCLASS output contains this information for R\*STARS production batch jobs whose names begin with DAFP (those written by KPMG).
- k. **DMI MSGCLASS Output** - Please reference the preceding description of MSGCLASS Output. Specifically, DMI MSGCLASS output contains this information for R\*STARS production batch jobs whose names begin with DMI (those written by the State of Michigan).
- l. **EDU MSGCLASS Output** - Please reference the preceding description of MSGCLASS Output. Specifically, EDU MSGCLASS output contains such information for R\*STARS training batch jobs whose names begin with EDU (those running in the Training environment).
- m. **PCH MSGCLASS Output** - Please reference the preceding description of MSGCLASS Output. Specifically, PCH MSGCLASS output contains such information for ADPICS production batch jobs.
- n. **Other MSGCLASS Output** - Please reference the preceding description of MSGCLASS Output. Specifically, Other MSGCLASS output contains such information for R\*STARS batch jobs that do not fit into any of the preceding categories of MSGCLASS output (such as development and test jobs).

**RMDS Non-DAFR Retention Schedule**

<b>Category of Reports</b>	<b>Frequency(ies)</b>	<b>Retention</b>
DAFQnnnnn nnnnnn Report	all	5 years
DAFPnnnnn MSGCLASS OUTPUT	all	5 years
DMInnnnnn MSGCLASS OUTPUT	all	5 years
EDUnnnnnn MSGCLASS OUTPUT	all	5 years
PCHnnnnnn MSGCLASS OUTPUT	all	5 years
Other MSGCLASS OUTPUT	all	5 years

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**Official Books Reports**  
**Report Categories - Appendix A**

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<b>APPENDIX A Official Books</b>					
<b>Report Name</b>	<b>Report Title</b>	<b>Purpose</b>	<b>Total Retention</b>	<b>Frequency</b>	<b>Version (Request No.)</b>
DAFR3641	Payment Number Assignment	Listing of the Warrants, EFTs and Wire Transfers for each payment processing cycle.	10 Years	Control	000 CNTL 01
DAFR6350	Operating Statement - Budget vs. Actual	To present a comparison of budgeted versus actual expenditures for the GAAP Report.	10 Years	Annually	000 GAH 30 PY/ 000 OFBY 30 PY
DAFR6360	Statewide Appropriation Dispositions	To provide year-end information regarding the final disposition of appropriation balances.	10 Years	Annual	000 GAH 20 PY/ 000 OFBY 20 PY
DAFR6370	Statewide Expenditures	To provide year-end expenditure information for appropriations grouped by Appropriated Fund.	10 Years	Annual	000 GAH 30 13/ 000 OFBY 30 13
DAFR6380	Statewide Revenues	To provide year-end revenue information for appropriations grouped by Appropriated Fund.	10 Years	Monthly  Annually	271 ORTA 10 PM/ 271 OFBM 10 PM  000 GAH 30 13/ 000 OFBY 30 13
DAFR6390	Special Purpose Schedule - Budget vs. Actual Comparison	To provide a comparison of Budget Authorization to Appropriation Disposition for general fund/ general purpose	10 Years	Annually	000 GAH 31 PY/ 000 OFBY 31 PY

		expenditure.			
DAFR6400	Non G/P Resource Disposition Balances	To provide information comparing expenditures to earnings. This report shows balances for non-general purpose funds (where the Financing Type indicator is not equal to 1).	10 Years	Annually	000 GAH 30 13/ 000 OFBY 30 13
DAFR6710	Cumulative Appropriation Distribution Balances	To aid in determining the disposition of ending Appropriation balances for single year and multi-year appropriations.	10 Years	Annually  Annually	000 GAH 31 13/ 000 OFBY 31 13  000 GAH 35 13/ 000 OFBY 35 13
DAFR6940	Civil Service 1%	To assist the Department of Civil Service in calculating the 1% of aggregate payroll of classified service for the preceding fiscal year as specified by Article 10, Section 5 of the constitution.	10 Years	Daily  Daily	000 GAH 01 13/ 000 OFBD 01 13  191 CAS 01 13/ 191 OFBD 01 13
DAFR7310	Payment Status Report	To provide Treasury and other Agencies with information regarding the status of payments.	10 Years	Weekly  Weekly  Weekly  Weekly	271 COOK 08 CM/ 271 OFBW 08 CM  271 COOK 09 CM/ 271 OFBW 09 CM  271 COOK 10 CM/ 271 OFBW 10 CM  271 COOK 11 CM/ 271 OFBW 11 CM  271 COOK 12 CM/ 271 OFBW 12 CM  271 COOK 60 PM/

				Weekly	271 OFBM 60 PM
				Monthly	271 COOK 61 PM/ 271 OFBM 61 PM
				Monthly	
DAFR7450	Appropriation Activity Description	This report provides transaction level information for appropriations showing the transaction description. This report is designed as a companion report to the DAFR7480 Appropriation Activity Summary.	10 Years	Monthly	000 GAH 10 PM/ 000 OFBM 10 PM
				Annually	000 GAH 30 13/ 000 OFBY 30 13
DAFR7460	Appn by Related Appn and Appn No.	To identify legal spending authority for appropriation numbers grouped by related appropriation.	10 Years	Monthly	071 JGC 01 PM/ 071 OFBM 01 PM
				Monthly	071 RLL 04 PM/ 071 OFBM 04 PM
				Monthly	071 RLL 05 PM/ 071 OFBM 05 PM
DAFR7470	Appropriation Activity Detail	This report allows agencies to monitor appropriation activity at a transaction level. It is intended to be used in conjunction with DAFR7480, Appropriation Activity Summary.	10 Years	Monthly	000 GAH 10 PM/ 000 OFBM 10 PM
				Annually	000 GAH 30 13/ 000 OFBY 30 13
DAFR7480	Appropriation Activity Summary	This report allows agencies to monitor appropriation	10 Years	Monthly	000 OFM 10 PM/ 000 OFBM 10 PM
					000 OFM 30 13/



		activity at a summary level. It is intended to be used in conjunction with DAFR7470, Appropriation Activity Detail.		Annually	000 OFBY 30 13
DAFR7880	Encumbrance Aging by Appropriation	To provide a listing of outstanding pre encumbrances and encumbrances by create date to allow monitoring by appropriation number at multiple levels in the classification structure.	10 Years	Monthly  Annually	000 GAH 10 PM/ 000 OFBM 10 PM  000 GAH 30 13/ 000 OFBY 30 13
DAFR8200	Daily Transaction Register	This report contains one day's transactions. This Transaction Register Report is divided into six types of registers: Budgetary, Pre-Encumbrance/ Encumbrances/ Expenditures, Revenue/ Receipts, Cost Allocation, Journal Entry, and Warrant Writing	10 Years	Daily  Daily	000 GAH 01 CM/ 000 OFBD 01 CM  000 GAH 02 13/ 000 OFBD 02 13
DAFR8580	Balance Sheet	This report is to be used in conjunction with a download generation program for CAFR Pyramid. It generates the balance sheet for all of the GAAP Funds.	10 Years	Annually  Annually	000 GAH 30 13/ 000 OFBY 30 13  000 GAH 31 13/ 000 OFBY 31 13
DAFR8590	Operating Statement - Governmental	To present the Combined Statement of	10 Years	Annually	000 GAH 31 13/ 000 OFBY 31 13

	Funds	Revenues, Expenditures and Changes in Fund Balances. All Governmental Fund Types and Expendable Trust Funds for the GAAP Report. This report shows Capital Outlay profile Capital Outlay Indicator.		Annually	000 GAH 32 13/ 000 OFBY 32 13
DAFR8600	Operating Statement - Proprietary Funds	To present the Combined Statement of Revenues, Expenses and Changes in Retained Earnings/ Fund Balances. All Proprietary Fund Types and Similar Trust Funds for the GAAP Report.	10 Years	Annually  Annually	000 GAH 31 13/ 000 OFBY 31 13  000 GAH 32 13/ 000 OFBY 32 13
DAFR8620	Operating Statement By Appropriated Fund	To present a Statement of Revenues, Expenditures and Changes in Fund Balances by GAAP Subfund and Appropriated Fund for CAFR analysis and agency year-end reporting.	10 Years	Annually	000 GAH 33 13/ 000 OFBY 33 13
DAFR8670	Daily Fund Cash Balances	To provide daily cash balances and an average daily balance for interest allocation calculations.	10 Years	Quarterly	271 IVST 05/ 271 OFBD 05
DAFR8680	Detail Account Activity by Fund	This report provides transaction level information for funds by General	10 Years	Monthly	271 BANK 50 PM/ 271 OFBM 50 PM  271 BANK 51 PM/

		Ledger Account and Object for analyzing General Ledger Account activity.		Monthly	271 OFBM 51 PM 271 BANK 52 PM/ 271 OFBM 52 PM
				Monthly	000 GAH 90 PM/ 000 OFBM 90 PM
				Monthly	000 GAH 38 13/ 000 OFBY 38 13
				Annually	
DAFR8720	Companion Cash Transactions (Journal Vouchers)	To assist the review of companion cash transactions on an exception basis or to print document details. This report can also be used to review details of journal vouchers that effect cash, or to assist the cash reconciliation process.	10 Years	Monthly	271 BANK 01 PM/ 271 OFBM 01 PM
				Annually	271 BANK 02 13/ 271 OFBY 02 13
DAFR8920	GL Fund Detail Trial Balance	This Trial Balance provides a detailed listing of all general ledger transactions summarized by Fund, Bank ID, General Ledger Account, and Transaction Code.	10 Years	Monthly	271 BANK 02 PM/ 271 OFBM 02 PM
				Monthly	000 GAH 10 PM/ 000 OFBM 10 PM
				Monthly	000 GAH 69 PM/ 000 OFBM 69 PM
				Monthly	000 GAH 90 PM/ 000 OFBM 90 PM
				Monthly	000 GAH 31 PY/ 000 OFBY 31 PY
				Annually	000 GAH 45 PY/ 000 OFBY 45 PY
					000 GAH 35 PY/ 000 OFBD 35 PY

				Annually	271 BANK 03 13/ 271 OFBY 03 13
				Daily	000 GAH 38 13/ 000 OFBY 38 13
				Annually	
				Annually	
DAFR8960	Daily Cash Collections	To provide Treasury and other Agencies a report of cash collection by Comptroller Object and Effective Date.	10 Years	Daily	271 D700 52 CM/ 271 OFBD 52 CM
				Daily	271 D700 40 CM/ 271 OFBD 40 CM
				Daily	271 D700 42 CM/ 271 OFBD 42 CM
				Daily	271 D700 50 CM/ 271 OFBD 50 CM
				Daily	271 D700 60 13/ 271 OFBD 60 13
				Daily	271 D700 62 13/ 271 OFBD 62 13
				Daily	
DAFR8970	Daily Statement of Cash by Appd Fund	This report provides daily cash activity and daily cash balances by Appropriated Fund and Effective Date. This report can be used as a companion report to the DAFR8680 Detail Account Activity by Fund Report.	10 Years	Daily	271 D700 01 CM/ 271 OFBD 01 CM
				Daily	271 D700 10 PM/ 271 OFBD 10 PM

DAFR8980	Changes in Cash Balance Detail	To show the details of changes in cash balance (GL 0070) for a given month. This report is primarily used during the Adjustment Period to assist the Cash Reconciliation process.	10 Years	Annually	271 BANK 05 13/ 271 OFBY 05 13
DAFR8990	Components of Cash	To show the elements of the cash balance (GL 0070), deposits, redemptions, journal vouchers and investments by Transaction Code. This report replaces the "Components of Cash Query." The primary intent of this report is to provide information to Treasury to perform Cash Reconciliation.	10 Years	Monthly  Monthly  Annually  Annually  Annually  Annually	271 BANK 01 PM/ 271 OFBM 01 PM  271 BANK 02 PM/ 271 OFBM 02 PM  271 BANK 03 PY/ 271 OFBY 03 PY  271 BANK 04 PY/ 271 OFBY 04 PY  271 BANK 05 13/ 271 OFBY 05 13  271 BANK 06 13/ 271 OFBY 06 13
DAFR9670	Analysis of Operating Revenues & Expenses by Source	This report is to provide an accrual basis revenue and expenditure report by GAAP Source/Object and additional detail as required for GAAP reporting. This report shows Number profile Capital Outlay Indicator.	10 Years	Annually  Annually	000 GAH 31 13/ 000 OFBY 31 13  000 GAH 33 13/ 000 OFBY 33 13
DAFR9680	Analysis of Operating	To provide GAAP basis	10 Years	Annually	000 GAH 31 13/

	Revenues & Expenses by State Source	revenue and expenditure information aggregated by GAAP Fund and Comptroller Source Group with additional Comptroller Object detail.		Annually	000 OFBY 31 13 000 GAH 33 13/ 000 OFBY 33 13
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**Official Books Reports  
Report Categories - Appendix B**

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<b>APPENDIX B Agency Exception Requests</b>					
<b>Report Name</b>	<b>Report Title</b>	<b>Purpose</b>	<b>Frequency</b>	<b>Total Retention</b>	<b>Version (FACS Request)</b>
PCHnnnnn	All Purchasing (ADPICS) Reports		All	550 Days	N/A
PCHR0325	Aged Open Payables	This report provides a list of all vouchers that have not been paid.	All	7 Years	N/A
PCHR0506	Unpaid Receivers	To provide a list of all receivers that have not been posted or have been partially vouchered.	All	7 Years	N/A
DAFR6160	Balance Sheet Account Detail Activity	To provide transaction level information for balance sheet general ledger accounts.	Monthly Annually	10 Years 10 Years	431 REHM 01 PM 431 REHM 51 13
DAFR6230	Errors by Batch Agency and Error Type	This report is used to aid agencies and central operations monitor and correct transaction in error.	Daily	45 Days	000 GAH 03 CM
DAFR6380	Statewide Revenues	To provide revenue information for appropriations grouped by Appropriated Fund.	Weekly	200 Days	000 GAH 02 CY

DAFR6400	Non G/P Resource Disposition Balances	To provide resource management information comparing planned earnings to actual earnings, expenditures to earnings, and expenditures to budgeted amounts. This report shows balances for non-general purpose funds.	Weekly	200 Days	000 GAH 06 CY
DAFR6710	Cumulative Appropriation Disposition Balances	To aid in determining the disposition of ending Appropriation balances for single year and multi-year appropriations.	Weekly	200 Days	000 GAH 50 CM
DAFR6821	IT File Batch Header with Document Number	Provides the batch header and the document number for the Internal Transaction (IT) File records for a specific Agency. This report allows Agencies to monitor activity on the IT file.	Daily	200 Days	000 GAH 02 CM
DAFR6822	IT File Edit Mode, Batch Type, and Batch Number	Provides the batch headers by Edit Mode for the Internal Transaction (IT) File records. This report is used to monitor activity on the IT File.	Daily	200 Days	000 GAH 02 CM
DAFR6823	IT File by Edit Mode and	Provides a summary of the	Daily	200 Days	000 GAH 02 CM



	Batch Type	Internal Transaction (IT) File records by Edit Mode for each Batch Type. This report is used to monitor activity on the IT File.			
DAFR6824	IT File Batch Header Report	Provides the batch headers by Batch Agency for the Internal Transaction (IT) File records. This report allows Agencies to monitor activity on the IT file.	Daily	200 Days	000 GAH 02 CM
DAFR7921	Statewide 1099-MISC Vendor Worksheet	To provide central staff summary information on 1099-MISC reportable vendors.	All	10 Years	N/A
DAFR7922	Statewide 1099-INT Vendor Worksheet	To provide central staff summary information on 1099-INT reportable vendors.	All	10 Years	N/A
DAFR7931	1099 Vendor Extract from Cumm Pymt Summary Report	To provide a summarized report on transactions extracted. Totals are provided for amount read, amount extracted, amount in error, and amount not reportable, by comptroller object.	All	10 Years	N/A
DAFR7940	Agency 1099-MISC Vendor Worksheet	To provide agency staff summary	All	10 Years	N/A

		information on 1099-MISC reportable vendors.			
DAFR7941	Agency 1099-INT Vendor Worksheet	To provide agency staff summary information on 1099-INT reportable vendors.	All	10 Years	N/A
DAFR7950	1099 Vendor Summary Control Report	To provide a list of vendors not selected for 1099 reporting because the vendor did not meet the threshold criteria, vendors with negative box amounts, and a summarized report of comptroller objects processed.	All	10 Years	N/A
DAFR7961	1099-MISC and 1099-INT Vendors Printed Forms Report	To provide a count of vendors for whom 1099-MISC and 1099-INT records were written to the print file and a summarized count and amount total by box for 1099-INT and 1099- MISC print file records.	All	10 Years	N/A
DAFR7971	1099 Cumulative Payment Extract Exception Report	To provide a report on transactions not extracted due to exception conditions. Payments are summarized by comptroller object, IRS box number, and	All	10 Years	N/A

		vendor. An error message is given for each exception.			
DAFR8480	System Reconciliation Exceptions	This report is used by R*STARS system managers to monitor the interrelationships of the primary and secondary financial tables. This report only displays out-of-balance conditions.	Daily	3 Years	000 GAH 03 PM
DAFR8580	Balance Sheet - All Fund Types and Account Groups	This report is used to generate the balance sheet for all of the GAAP Funds.	Daily	200 Days	000 GAH 01 PY 000 GAH 02 PY
DAFR8590	Operating Statement - Governmental Funds	To present the Combined Statement of Revenue, Expenditures and Changes in Fund Balances - All Governmental Fund Types and Expendable Trust Funds for the GAAP Report. This report shows Capital Outlay profile Capital Outlay indicator.	Daily	200 Days	000 GAH 01 PY 000 GAH 02 PY
DAFR8600	Operating Statement - Proprietary Funds	To present the Combined Statement of Revenues, Expenses and Changes in Retained Earnings/Fund Balances - All Proprietary Fund	Daily	200 Days	000 GAH 01 PY 000 GAH 02 PY

		Types and Similar Trust Funds for the GAAP Report.			
DAFR8920	GL Fund Detail Trial Balance	This Trial Balance provides a detailed listing of all general ledger transactions summarized by Fund, Bank ID, General Ledger Account, and Transaction Code.	Daily	200 Days	000 GAH 07 CY 000 GAY 01 CY 000 GAH 05 CY 000 GAH 08 CY
DAFR9670	Analysis of Operating Rev. and Exp. By Source	This report is to provide an accrual basis revenue and expenditure report by GAAP Source/Object and additional detail as required for GAAP reporting. This report shows Number profile Capital Outlay Indicator.	Weekly	200 Days	000 GAH 06 CY 000 GAH 05 CY
DAFR9900	Profile Maintenance Log Report	To provide an audit trail of profile maintenance.			